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ABSTRACT

Intended mainly for internal use, this manual provides an outline of procedures for library acquisitions at the University of North Carolina. There is information on fiscal matters; routing; request forms; expediting factors; use and usefulness of various kinds of catalogs; photocopying; standing orders; ordering procedures for second copies, undergraduate library materials, and the reserve reading collection; notifications of availability and cancellation; ephemeral materials; and procedures for initiating a periodical subscription. Some illustrations of forms and cards are included. (LS)

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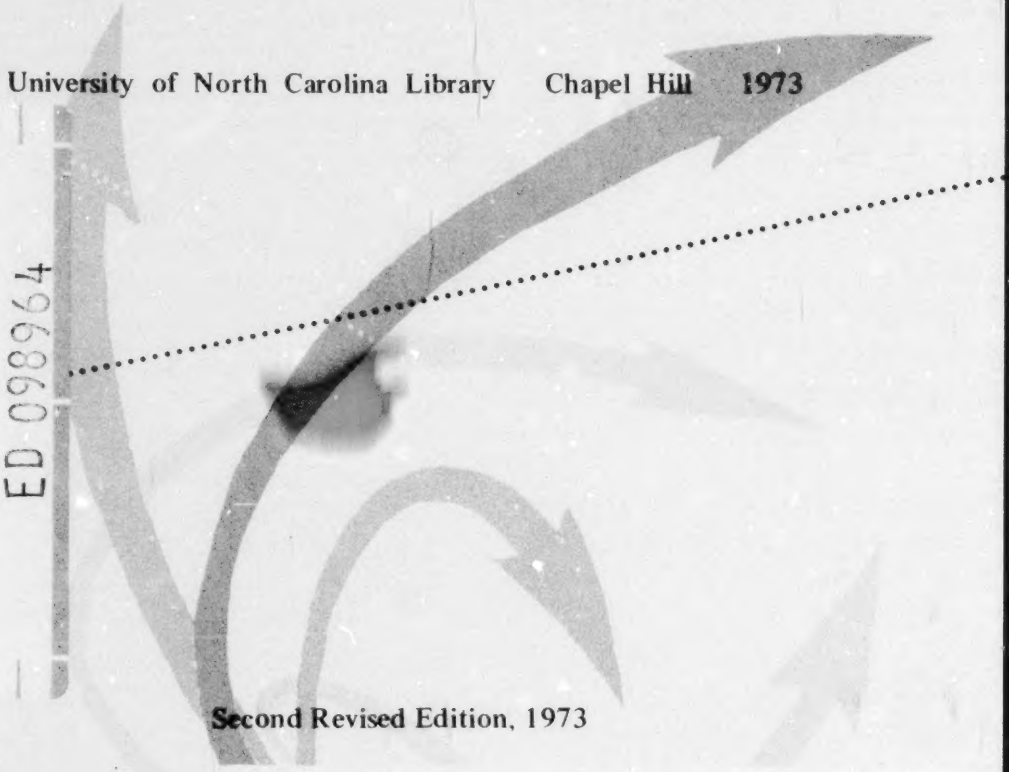

Second Revised Edition, 1973

Directions And Shortcuts To Book Ordering

Edited by

Mrs. M. P. Schaberg
Head of Acquisitions Department

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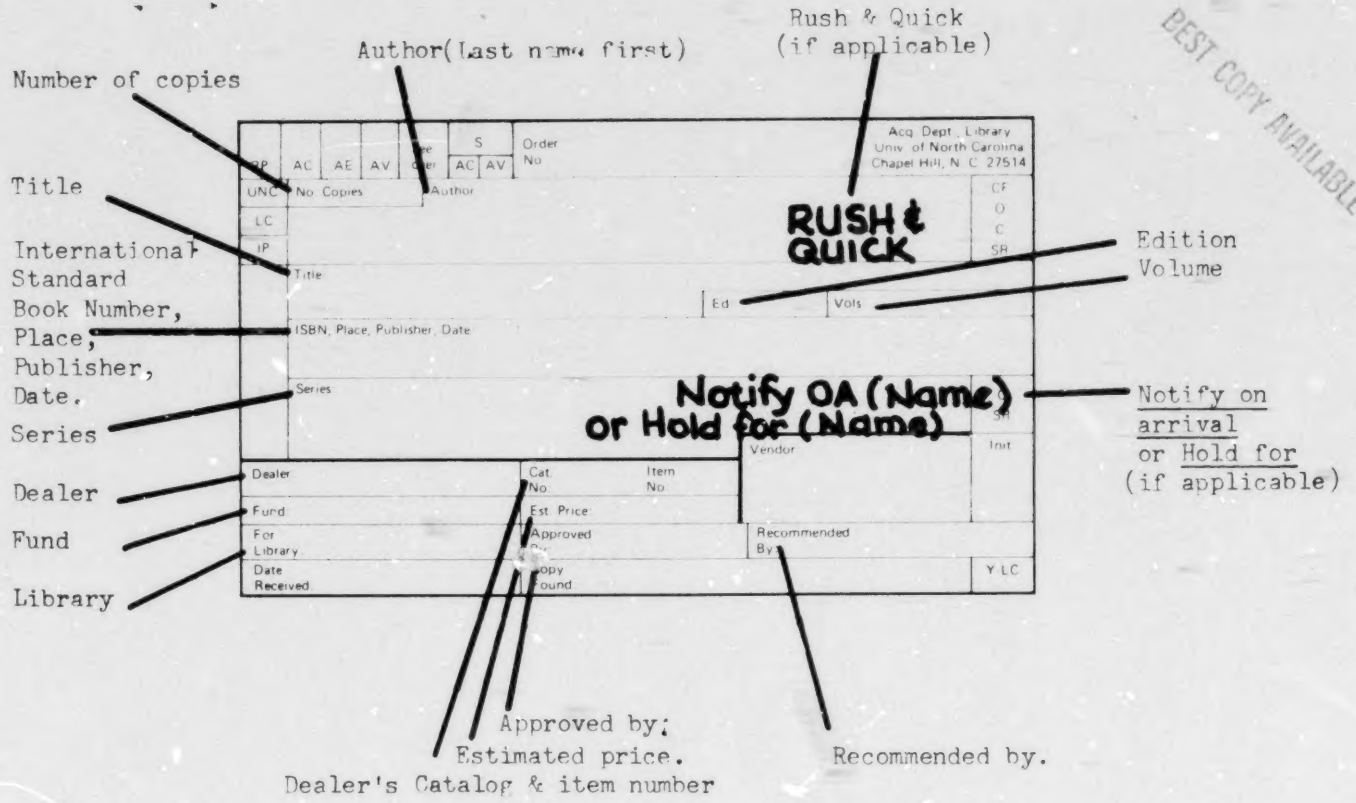

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DIRECTORY

Acquisitions Department Room 120 Wilson Library	933-1120
Bibliographic Services Room 358	933-1095
Asian Bibliographer Room 351	933-1278
Latin American Bibliographer Room 342	933-3948
Slavic Bibliographer Room 355	933-3740
Library Accounting Department Room 107	933-1255
N.C. Union Catalogue Room G-55	933-2094
Periodicals and Serials Division Room 205-206	933-1067
Reserve Reading Room Robert B. House Undergraduate Library	933-1054

SUPPLIES

Cards for submitting typed requests for book orders and orders for sets are available in the Acquisitions Department. Cards for standing orders, serials and periodicals ordering are available in the Periodicals and Serials Division.

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DIRECTIONS AND SHORTCUTS TO BOOK ORDERING

INTRODUCTION

Ordering books in a large university library is not so easy as one might expect, but red tape is one of the penalties that all large, complex organizations must pay. However, means do exist for cutting through the seemingly never-ending maze of red tape, but these are frequently unknown to individuals who are new to book ordering. The purpose of this guide is to answer questions and to acquaint such persons with (1) library policies and procedures that have a direct bearing on academic departmental book orders, (2) the mechanics of filling out an order card and submitting it for purchase, and (3) labor-saving shortcuts that will reduce work and improve service. This guide is especially intended for departmental secretaries and students who frequently share the responsibilities for checking dealers' catalogues, typing order cards, and maintaining book records.

"BOOK YEAR" AND FISCAL MATTERS

State appropriated funds are allocated at the beginning of each academic year by the Administrative Board of the Library, which designates the amounts to be made available to each subject field. These fields correspond to the academic disciplines and programs represented on this campus. The Administrative Board of the Library

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normally allocates funds for six months in order to distribute the ordering process evenly throughout the year. Early ordering within the allocation period is advantageous to the department to assure that no funds are allowed to lapse. Pre-publication requests should be avoided unless the offer is from a reputable publisher and the savings on the pre-publication order are significant. Delayed publications often result in loss of funds.

The "Book Year" ends on March thirty-first and any request submitted after that date is charged against the allocation for the following fiscal year. The Accounting Department of the Library sends monthly financial reports to each Departmental Book Chairman for the months of September through February and will provide information as to the status of funds at any time, if requested. Normally, a ten percent overencumbrance is permitted to cover possible cancellations and non-receipt of orders before the end-of-year deadline on March thirty-first. Outstanding encumbrances from the previous year are carried forward at the beginning of the new fiscal year on July first.

MECHANICS

Requests for the purchase of books are forwarded to the Acquisitions Department through the Departmental Book Chairman or the Departmental Librarian.

Routing:

Reserve book requests should go to the Reserve Reading Room, Undergraduate Library.

Other funded requests (except Reserve Reading Room) should be

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sent to Acquisitions Department, 120 Wilson Library.

"Recommended Purchases" (not funded) should be deposited in the box provided for such requests in the Circulation Department, Wilson Library.

Request cards for serial subscriptions should be addressed to the Periodicals and Serials Division, Wilson Library.

Forms of Requests:

The Acquisitions Department receives three forms of requests for orders. The three are listed here with the minimum treatment required by the Departmental Book Chairman.

1. Regular request card. (For sample see inside front cover.) The request card, in order to be photographed as an order, must be sharp and clear. Worn typewriter ribbons, clogged keys, or blue ink result in faint copy or no copy at all. Any notations not typewritten should be made in black ink. Unsatisfactory or unusable cards must be returned to the originator. Book Chairman should supply fund, location (For Library:), approval initials, and number of copies, if more than one.

2. Request cards on which are pasted items clipped from trade or national bibliographies. These items are sent to the Departmental Book Chairman by the Bibliographic Services Section (see figure one.)

3. Library of Congress Proofslips are distributed regularly to the Departmental Book Chairman by the Bibliographic Services Section. (For sample see inside back cover.) Fund, location, approval, and quantity are, of course, necessary to the processing of the request.

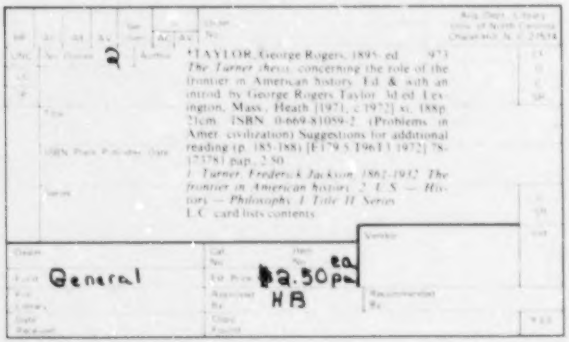
2
*TAYLOR, George Rogers, 1895- ed. 973
The Turner thesis concerning the role of the frontier in American history. Ed. & with an introd. by George Rogers Taylor. 3d ed. Lexington, Mass., Heath [1972, c1972] xi, 188p. 21cm. ISBN 0-669-81059-2 (Problems in Amer. civilization) Suggestions for additional reading: p. 185-188 [E179.5.T9613 1972] 78-173781 pap., 2.50
1. Turner, Frederick Jackson, 1861-1932. The frontier in American history. 2. U.S. — History — Philosophy. I. Title. II. Series.
LC card lists contents
General
$2.50 ea
HB

Fig. 1

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EXPEDITING FACTORS

"Rush" and/or "Quick" written just below the Library address on the request card indicate speed in handling, but there is a difference in interpretation of the two terms. "RUSH" is a signal term for the Acquisitions Department and indicates that the order should go out immediately to obtain a wanted item before it is sold or to procure a pre-publication advantage. "QUICK" refers to expeditious cataloguing upon receipt of an item needed for reserve or some other emergency. "RUSH AND QUICK" will expedite the request from beginning to end. If an antiquarian dealer's catalogue accompanies the request, it will not be necessary to indicate "RUSH" on the request card since all such orders are automatically given rush treatment.

A *search* of the main catalogue before request cards are typed will frequently save typing many cards. The library is likely to own many of the titles desired. There have been instances when as high as seventy-five percent of the cards submitted have turned out to be duplicates. Author cards for new books are filed immediately into the public catalogue. The order file in Acquisitions provides a title approach to books on order or received until such time as all cards are filed.

To avoid delays in the mail, cards may be brought directly to the Acquisitions Department. "Rush" and "Regular" containers for requests are provided there.

Catalogues and publishers' announcements should be lent to Acquisitions until the order is placed. (A request for return of such items is scrupulously honored.)

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A bibliographic citation on the reverse of the request card is helpful in speeding the ordering process. This should be the reference to the source of information, i.e., P.W.,(Feb. 12, 1973), 203, p. 39.

CATALOGUES SUPPLYING INCONCLUSIVE BIBLIOGRAPHIC DATA

If possible, these should be avoided when ordering new books, since it is not always possible to determine whether the items are already in our collection. Reprinting is so prevalent that early reprinted titles may appear to be new editions. Also some British dealers promote American titles without designating place of publication.(From our viewpoint American titles can be obtained more economically here at home.)

ORDERS FROM ANTIQUARIAN DEALER CATALOGUES

Such orders are given top priority because this library is competing, in many instances, with libraries throughout the country for a single copy of a title on a first-come-first-serve basis. Catalogues that have been on campus for more than one week are practically obsolete. All that will remain are those items that no other library or private collector is interested in purchasing. Generally speaking, the Library is successful in acquiring only one in four titles from these catalogues. An important fact to remember is that each order returned with "SOLD" means that all the time and effort spent ordering the title was wasted and will have to be repeated eventually in ordering a second title. A telephone call or cable by the Acquisitions Department can be dispatched to reserve particularly desirable titles.

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PHOTOCOPYING

Photocopying of a book in hand for the library collection is treated as a book request. The book and request card are presented to the Acquisitions Department office. All photographic orders should specify the type of copying to be done. Mark as Edition whether "MICROFILM,negative," "MICROFILM, positive," "XEROX" or "DUPLEX" form is desired. The price ranges from approximately one cent per page for microfilm negative to about fifteen cents per page for duplex.

STANDING ORDERS FOR SETS

If volume one of a title in a set is ordered, the Departmental Book Chairman may be assured that the complete work will be received as volumes are published by typing "STANDING ORDER" under the library address at the top of the request card.

HOW TO ORDER A SECOND COPY OF A TITLE

On the back of the order card, write instructions to the effect that an added copy is being requested. This will prevent the card's being returned to the department for verification and the subsequent delay.

HOW TO ORDER FOR THE UNDERGRADUATE LIBRARY

Books which are purchased primarily for undergraduate use may be ordered for the Undergraduate Library by filling out the order card, adding the location "UL" in the "For Library:" space. This,as other requests, must have the notation of fund and approval of the Departmental Book Chairman.

A copy of a title ordered for the main library may be ordered

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for U.L. on the same order card by indicating "2" in "No. Copies" space and placing "Main & U.L." in the "For Library:" space.

HOW TO ORDER FOR RESERVE READING COLLECTION

The initial copy of a book needed for the Reserve Reading Collection and not presently in one of the campus libraries is purchased on departmental funds. Additional copies, when needed, are purchased from the Reserve Book Fund.

Generally, the initial order card is originated by the Reserve staff and sent to the professor requesting the reserve book for his Departmental Book Chairman's signature. For assistance with reserve book orders, call the Reserve Librarian, Robert B. House Undergraduate Library.

NOTIFICATION OF AVAILABILITY

Once each week the request cards for those books which have been received and catalogued are returned to the Departmental Book Chairman with the hope that the person who initiated the request will be notified that the book has been catalogued and is available. The request card bears the assigned call number, or in case of microprint, the microprint number.

It is possible to receive notification of the arrival of any book. If such information is required, the request card should simply say, "Notify OA," which is understood by the Acquisitions Department to mean Notify on Arrival. Furthermore, if a first chance to take the book from the library after cataloguing is needed, the card should indicate, "Hold for...." The Circulation Department will give notice

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when the book is available at the Circulation Desk. To make notification possible in either case, the name, telephone, carrel number, or address must appear at the right on the front of the card. This information may be supplied in the "series" space.

NOTIFICATION OF CANCELLATIONS

The Acquisitions Department notifies the Departmental Book Chairman when it becomes necessary or seems advisable to cancel any order. Some of the factors in determining cancellations are:

1. Conservation of funds where unreasonable delay of delivery and payment is evident.
2. Book is out of print and unavailable through regular channels.
3. Dealer cancels for reasons of his determination.

A cancellation by Acquisitions should never be construed as final. If a search of the out-of-print market is desired, a new order should be submitted with the appropriate square "Unavailable" checked on the back of the card and with the old request card clipped on. Sometimes information supplied by the dealer is incorrect. If the Chairman can provide evidence that the book is available, the Acquisitions Department, given the information, will be in a position to press with conviction for delivery of the order.

EPHEMERAL MATERIAL

Requests for ephemeral material should be avoided. The cost of acquiring and cataloguing such material is frequently more than its actual value.

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HOW TO INITIATE A NEW PERIODICAL SUBSCRIPTION

A request for a new periodical subscription should be placed on a Serial Order Card (figure two), and if the subscription is to be charged to the Serials Fund, a Justification Form must accompany the card. These forms are available from the Library Periodicals and Serials Division. Instructions on the form should be followed carefully, and the Order Card should carry no approval signature.

To order a new periodical subscription on departmental funds, use a Serial Order Card, indicate the fund to be charged, and include the authorized signature for that fund. Serial Order Cards should be directed to the Serials Division in Wilson Library for processing.

Back issues of a periodical may be requested by indicating on the Justification Form that the Library should attempt to acquire the back file.

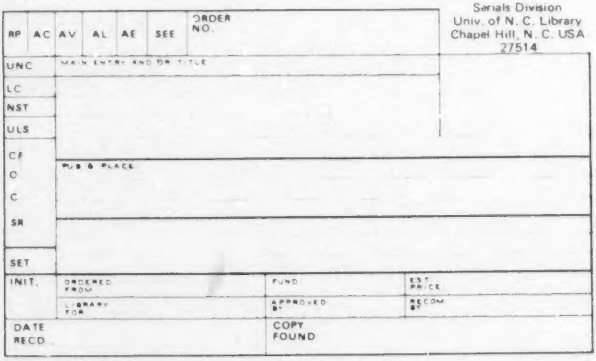
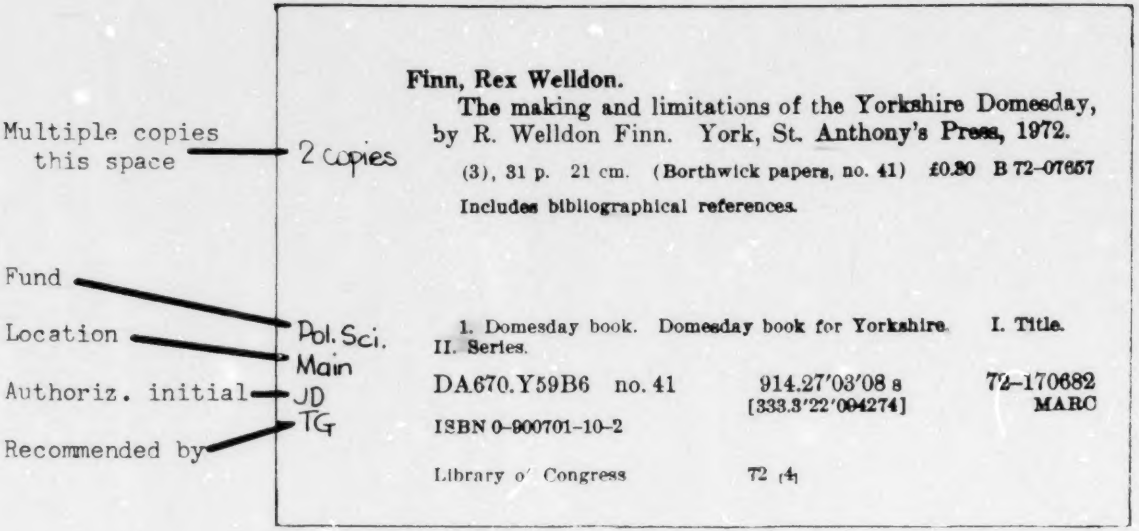


Fig. 2



LIBRARY OF CONGRESS CARD PROOF SHEET AS A REQUEST FOR AN ORDER

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